



Office of the City Clerk

Weekly Report - for Week Ending January 17, 2014

OFFICE OF THE CITY CLERK - PROJECTS and STATUS

Neighborhood Council Elections - Neighborhood Council general election supply assembly is in progress. Candidate Filing continues:

Region	Qty Filed to Date	Began	Ends	Election Day
Region 1	83	December 23, 2013	January 22, 2014	March 8, 2014
Region 2	118	December 16, 2013	January 15, 2014	March 1, 2014
Region 3	36	December 31, 2013	January 30, 2014	March 16, 2014
Region 4	28	January 4, 2014	February 3, 2014	March 20, 2014
Region 5	7	January 14, 2014	February 13, 2014	March 30, 2014

City Elections - LAUSD/LACCD Billing Contract - A meeting was held with the Ethics Commission and City Attorney's Office to review the amendments to the existing contract which include contract billing formula updates and possible larger portion for the Ethics Commission.

Council and Committee Meeting Webcasting - The Committee Room 1010 audio encoder problem was fixed by the vendor (Granicus).

Document Scanning - Systems staff are testing scanning solutions with the General Services Department as part of the vendor responses to the City's photocopy machine RFP. The solution is a critical component of the City Clerk's on-line council files, ordinances and contracts scanning systems and operations workflow.

Document Scanning - Systems staff met with our scanning software licensing vendor to explore cost saving opportunities with current licensing.

Neighborhood and Business Improvement Division (NABID) - Staff and the City Attorney's Office continued to review drafts of Management District Plans and Engineer's Reports required for the renewal of: Downtown Industrial District, Panorama City, Arts District CCLA, North Hollywood, Greater Leimert Park Village and proposed Pacific Palisades Business Improvement Districts. The Management District Plan and the Engineer's reports for the Byzantine Latino Quarter Business Improvement District to go to petition were approved.

Records Management - the Records Management Division is working with the Administrative Services Division to secure an extension of the Commercial Records Storage contract while we complete an RFP for a new contract.

Medical Marijuana Litigation - Council and Public Services staff certified 12 Medical Marijuana Council files for City Attorney's pending litigation.

ISSUES

Council and Committee Meeting Webcasting - the SAP video webcast server continues to have intermittent problems with not starting automatically and requiring manual intervention. ITA and the vendor are working to resolve.

UPCOMING

Neighborhood Council Elections - Candidate Filing for Region 6, the sixth of twelve (12) regions, begins January 18, 2014.

TOP ISSUES

- **Council Chambers Spanish SAP Video webcast encoder intermittent problems continue.**
- **Strategic Planning for the NABID staff move to EWDD**
- **Expiration of Commercial Storage contract**



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